Risk Assessment

Covid-19

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| **Name** | Touchstar Technologies |
| **Site address** | 7 Commerce Way, Stretford, Manchester, M17 1HW |
| **Location** | Service/ Repair, Offices  |
| **Phone** | 0161 874 5050 |
| **Date Created** | 27/05/2020 |
| **Duration of works** | Ongoing |
| **Description of Process/Activity** | Covid-19 Prevention |
| **Risk assessment author** | Kenneth Weiss  |
| **Issue number** | 1 |
|  **Users** | Staff/Visitors/Customers/Vulnerable Groups with pre-existing medical conditions  |
| **Review date** | Ongoing |

**Risk assessment score table:**

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| **Severity/likelihood** | **Certain (5)** | **Probable (4)** | **Likely (3)** | **May Happen (2)** | **Unlikely (1)** | **Improbable (0.5)** |  | **Score** | **Rating** |
| **Death (score 5)** | **25** | **20** | **15** | **10** | **5** | **2.5** |  | **0.5-1.5** | **V. Low** |
| **Major - reportable injury (score 4)** | **20** | **16** | **12** | **8** | **4** | **2** |  | **2-3** | **Low** |
| **Up to 7 day injury (score 3)** | **15** | **12** | **9** | **6** | **3** | **1.5** |  | **4-7** | **Medium** |
| **Minor injury (treatment off site) (score 2)** | **10** | **8** | **6** | **4** | **2** | **1** |  | **8-11** | **High** |
| **Minor injury (first aid on site) (score 1)** | **5** | **4** | **3** | **2** | **1** | **0.5** |  | **12-25** | **V. High** |

**Risk Assessment:**

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| **Identified hazards** | **Risk & severity** | **Persons at risk** | **Existing control measures** | **Risk rating** | **Conclusions or additional controls required** | **Projected risk rating** |
| Spread of Covid-19 Coronavirus | Respiratory Illness leading to potential death | >35 | * Hand Sanitiser and antibacterial wipes issued to each members of staff and re-ordered before individual supply is used up
* Covid-19 house-rules displayed in prominent locations throughout the building
* Latex-free gloves available
* Face masks available
* Handwash provided – employees reminded to wash their hands for at least 20seconds on a regular basis
* Used tissues to be disposed of in waste bins provided
* Covid-19 representatives available on site
* Staff encouraged to report any skin problems due to increased use of hand sanitiser
* Staff and visitors to have their temperature taken via non-contact temperature gun on entry
* Staff encouraged to clean and disinfect objects and surfaces in their vicinity – Door handles, keyboards and phones. Cleaning products & wipes are provided
* If anyone becomes unwell with a continuous cough or high temperature/Covid-19 Symptoms will be sent home and advised to follow government stay at home guidelines
* If any employee has a member of their household display COVID-19 symptoms, then they must stay at home in line with government guidelines
 | **5****Medium** | * Signage and notices to display social distancing measures and enhanced Covid-19 procedures to be displayed throughout the building
* Social distancing to be enforced by management
* Perspex screens to be considered in high contact office areas where social distancing cannot be controlled
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| Unauthorised access into the premises | Respiratory Illness leading to potential death | >35 | * Customer/Visitor parking spaces available
* Access to the premises will be limited to appointments only (site visitors/customers)
* Main entry door can be locked, key fob operated from outside and push button on the inside
* Signage to advise visitors/customers not to enter the service/repair office unattended
* Customers/Visitors to be made aware of enhanced Covid-19 measures
* Visual aids displayed to advise of access restrictions to the premises
 | **5****Medium** | Adequately controlled when all controls adhered to |  |
| Social distancing not adhered to within offices, kitchen area, stairs and service/repair desks | Respiratory Illness leading to potential death | >35 | * Customer/visitor signage advising no admittance to service/repair office
* One (max 2) members of staff in the kitchen area at one time
* Polite social distancing approach to walking up/down internal stairs. Staff encouraged to be mindful of foot traffic and to be encouraged to give way when walking up/down stairs, until the stairs have been vacated
* Desks moved in offices to ensure social distancing can be adhered to
* Visitors greeted by designated contact upon arrival and advised of social distancing measures in place
* Perspex screens erected at service/repair workstations
* Some office staff able to work from home or alternate days, to help minimise exposure in office
* Some members of staff have access to their own designated office, signage can be placed on doors to minimise contact with staff (phone preferred method of contact for queries)
* Office desks moved to adhere to social distancing guidelines without the need for further fixed controls
 | **5****Medium** | * Additional perspex screens to be considered at service/repair desks should staffing numbers increase
* Signage advising of shared staircase to be displayed
* One way system is possible, however using the spiral fire escape stairs during wet weather increases the likelihood of slip & fall injuries, therefore not be recommended
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| Contact whilst receiving mail/parcels  | Respiratory Illness leading to potential death | >35 | * Main entrance door locked, opened by staff via button on the inside. Delivery drivers advised to leave parcels on trolley located within the entrance
* Parcels are not signed for
* Face masks provided for staff
* Delivery drivers advised of social distancing measures in place
* Parcels left for 24hours before being handled by staff
 |  | Adequately controlled when all controls adhered to |  |
| Contact at break/lunch times  | Respiratory Illness leading to potential death | >35 | * Breaks & lunches are staggered to reduce the number of people congregating in one area
* Staff will be encouraged to bring their own food to work rather than rely on external vendors
* Coffee making facilities on both floors can accommodate one (max 2) persons at a time in line with social distancing guidelines
* Kitchen seating area currently not in use
* Some staff members with designated offices able to consume drinks/snacks within their office
 | **5****Medium** | * Perspex screens to be considered for the break rooms
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| Overcrowding in the workplace | Respiratory Illness leading to potential death | >35 | * Work layout to be reviewed on a regular basis
* Offices and workspace layout separated in such a way that social distancing can be adhered to safely
* Staff to give way on corridors/intersections that do not allow for 2m social distancing
* Meeting room can safely accommodate 4 people without the need for further fixed control measures
* Polite social distancing approach to walking up/down internal stairs. Staff encouraged to be mindful of foot traffic and to be encouraged to give way when walking up/down stairs, until the stairs have been vacated
* Face masks provided
* Each employee is assigned their own workstation, hot desking is not permitted
 | **5****Medium** | * Perspex screens to be considered at office desks
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| Viral traces on desks, surfaces and objects | Respiratory Illness leading to potential death | >35 | * Cleaning schedule by external contractor
* Door handles and surfaces are disinfected daily
* Staff provided with antibacterial wipes and hand sanitiser
* Management encourage staff to regularly clean surfaces
* ‘Tea runs’ to be stopped and staff to make their own Tea – additional cleaning products will be provided
 | **5****Medium** | Adequately controlled when all controls adhered to |  |
| Contact with contaminated surfaces on company vehicle (interior, steering wheel, door handles) | Respiratory Illness leading to potential death | >10 | * Staff to be made aware of enhanced Covid-19 measures and have access to this document
* Gloves provided
* Masks provided
* Each staff member has their own antibacterial wipes and hand sanitiser
* Disinfectant spray available
* Staff advised to wipe key points within vehicle after exit and when entering the vehicle
 | **5****Medium** | Adequately controlled when all controls adhered to |  |
| Employees accessing 3rd party sites and locations | Respiratory Illness leading to potential death | >10 | * All touchstar employees to adhere to social distancing guidelines
* Engineers are provided with disposable gloves, disinfectant wipes and hand sanitiser
* Engineers to wear disposable gloves upon arriving at site
* 3rd party vehicles and infrastructure touch points to be wiped down before and after work is completed
* Upon leaving the site engineers will dispose of masks/gloves in waste bag provided
* Touchstar employees will adhere to site specific Covid-19 measures
 | **5****Medium** | Adequately controlled when all controls adhered to |  |
| Contaminated surfaces within Toilet areas | Respiratory Illness leading to potential death | >35 | * Cleaning schedule for site to continue
* Cleaning products provided
* Staff to use paper towels to open toilet door on exit
* Hand sanitiser provided
* Visual aids such as posters displaying correct hand washing techniques displayed
* For toilets with multiple urinals where social distancing cannot be adhered to – one in/one out rule to apply
 | **5****Medium** | Adequately controlled when all controls adhered to |  |
| Sharing of equipment service/repair | Respiratory Illness leading to potential death | >14 | * Shared equipment to be wiped down with sanitiser wipe (where possible) before/after use
* Frequent hand washing to be encouraged
* Sanitiser provided and used before/after handling service/repair terminals
 | **5****Medium** | Adequately controlled when all controls adhered to |  |
| Anxiety about returning to work and vulnerable employees with pre-existing medical conditions | Respiratory Illness leading to potential death | >35 | * Enhanced work arrangements in place
* Remote working (where possible) offered to the individual
* Face Mask provided
* Emergency contact details kept up to date
* Gloves Provided
* Sanitiser provided
* Staggered rest breaks to reduce exposure
* Work station/layout to be reviewed
* Additional controls implemented suited to the individual
 | **5****Medium** | Adequately controlled when all controls adhered to |  |

**PPE Check Box:**

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| **SUMMARY OF PPE REQUIREMENTS:** **MANDATORY (M) RECOMMENDED (R) PROVIDED (P)** |
| Safety footwear |  | Gloves - general grip |  | Impact goggles |  | Gloves – anti oil & swarf |  |
| High vis vest |  | Gloves - anti-vibration |  | Face Shield |  | Respirator |  |
| Face Mask | **P** | Gloves – latex free | **P** | Knee pads |  | Wellington boots |  |
| Sanitiser  | **P** | Ear protection |  | Overalls |  |  |  |
| Sanitising wipes | **P** | Splash goggles |  | Disposable dust mask |  |  |  |

 **Issue or Review**

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| **Initial Issue or Review of Findings** |
| Controls suitable and sufficient. This risk assessment will be subject to constant review. Increased number of staff may require additional control measures.  |
| **Date** | **27/05/2020** |
|  |
| **Date** |  |

**Sign Off Sheet**

I have read and understood the contents of this Risk Assessment (RA). Anything I did not understand has been explained to me to my satisfaction. I agree to follow the RA and understand that any instructions are provided for my safety and the safety of others.

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| **PRINT NAME** | **SIGNATURE** | **DATE** |
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